

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



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REQUEST FOR SPACE ("RFS")  
DGS-RFS-2013-002  
THE OFFICE OF THE PUBLIC SERVICE COMMISSION

The District of Columbia's Department of General Services (DGS) is seeking offers for office space that satisfy the criteria listed below. Responsive offers must, among other things, provide space that is within one building and contiguous on a single floor. The Office of the Public Service Commission of the District of Columbia (Commission) is the agency identified to initially occupy the proposed space.

**Background**

The Commission is an independent District Government agency established by Congress in 1913 to regulate the electric, natural gas, and telephone companies in the District by functioning as a quasi-judicial body. Commission staff is currently comprised of more than 70 persons, which includes three Commissioners, one of which is designated as the Chairman. The Commission's mission is to serve the public interest by ensuring that financially healthy electric, natural gas and telecommunications companies provide safe, reliable and quality utility services at reasonable rates for District of Columbia residential, business and local government customers.

**Specific/Special Requirements**

- Space:** Approximately twenty-five thousand rentable square feet (25,000 rsf) up to thirty thousand rentable square feet (30,000 rsf) in contiguous floor area.
- Test Fit:** The actual size of the space will be based on a test fit, completed at the Property Owner's ("Owners") expense.
- Term:** Ten (10) year term, with one option for a five (5) year duration.
- Delivery:** December 1, 2013
- Use:** Administrative offices and hearing room(s) for the District of Columbia Public Service Commission.
- Delineated Area:** Downtown Central Business District within a 0.5 mile radius of its current location at 1333 H Street, NW Washington, DC in Ward 2. Further, the site must be within 1,500 feet of the following Metro Subway Stations: Gallery Place, McPherson Square, or Metro Center.
- Access:** Commission staff requires access to the premises after normal business hours on a limited basis. District building hours for leased premises are 7:00 am to 7:00 pm Monday through Saturday
- Parking:** A total of twenty-four parking spaces for four (4) government vehicles and twenty (20) parking spaces (at employee's expense).
- Tenant Improvements:** The District requires a Tenant Improvement Allowance (TIA) of \$75.00 per sf.

### Rent Structure

Rental Rates should be considered on the following proposed structure. The terms below are based on rentable square feet.

- Net Rent:** Escalations, if agreed to by the District, will be allowed on the net rent only. Do not include any escalation on the Annual Rent.
- Operating Costs:** The amount of Annual Rent for the first year shall include Operating Expenses (OpEx). OpEx are subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the first year OpEx will be verified by the District and the amount revised prior to lease execution.
- Real Estate Taxes:** The amount included in the Annual Rent shall include the Real Estate Tax Base, which is based upon the real property and Business Improvement District (BID) taxes (the Real Estate Taxes) for the building or the portion of the building occupied by the District.
- Commencing on the anniversary of the first lease year, the District will owe its proportionate share of Real Estate Taxes that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be verified by the District and the amount revised prior to lease execution.
- Tenant Improvement Amortization:** The annual amount of the amortized Tenant Improvement Allowance ("TIA") over the term of the lease. TIA will cover construction, A/E services, programming relocation, FF&E and technology costs. Flexibility in the utilization of TIA is paramount.
- Total ("Annual Rent")** Total of all of the above factors

Below is an **EXAMPLE** of how the proposed rent structure should be presented:

Net Rent	\$11.50
Operating Expenses	\$ 8.00
Real Estate Taxes	\$ 8.00
TI Amortization	<u>\$ 8.00</u>
<b>Annual Rent</b>	<b>\$35.00</b>

### Sustainability Requirements

- LEED Certification:** Building (a) must have received, at minimum: a) U.S. Green Building Council (USGBC) Core & Shell (CS), New Construction & Major Renovations (NC) Certification, or Existing Building Operations and Maintenance (EBOM); **or** (b) Offers must include a feasibility statement for LEED Commercial Interior (CI), Core and Shell (CS), or New Construction (NC), Existing Building Operations and Maintenance.

## Submission Requirements

In addition to the information above, please include the following:

- Building name and address;
- Ownership information, including proof of proper corporate status in DC (tax and Department of Employment Services (DOES) certifications);
- Contact information and e-mail address for owner's representative;
- Floor plans delineating specific floors and square footage on each;
- Description of any amenities the building has such as a gym or restaurant;
- Description of the condition of space;
- Description of any proposed building renovations;
- Description of current recycling programs;
- Description of energy efficiency programs and equipment;
- Common area factor; and
- Evidence of control of property and timely availability of the space.

## Criteria for Evaluation

Offers will be evaluated based on the criteria listed above. In addition, the District will consider the following:

**Agency Operation:** Is the space suitable to meet the operational needs of the agency?

**Rate:** Is the proposed Annual Rental Rate competitive according to current market conditions?

**Location:** Does the proposed site provide an easily accessible location for all citizens that it serves?

**Delivery Dates:** How quickly the space will be available?

## Submission Format and Due Date

Please provide five (5) hard copies of the written offers in 12-point font size on 8.5"x 11" paper. Offers must also include **signed** DC DGS FORM S-103 attached to this RFS. Offers must be hand delivered to:

**Department of General Services**

**ATTENTION: S.E. Ponds**

REFERENCE: **DGS-RFS-2013-002**

2000 14<sup>th</sup> Street, NW - 8<sup>th</sup> Floor

Washington, DC 20009

***No phone calls please.***

Electronic and facsimile Offers will not be accepted. Each Offer shall be submitted in a sealed envelope conspicuously marked: **“Offer in Response to DGS-RFS-2013-002”**

Offers must be submitted to DGS with all required supplemental information and documentation, by **Thursday, May 16, 2013**, else the offer will not be considered.

*This Solicitation for Offers shall not be considered an offer to lease and DGS reserves the right to withdraw this solicitation at any time.*